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| MSU-logo-2001 | JOB DESCRIPTION  Volunteer |

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| **Position Title:** | **CLAY Special Errands Team (SET) Member** |
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| **Term of Office:** | February 1 - May 31 |
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| **Supervisor:** | CLAY Coordinator |
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| **Remuneration:** | Volunteer |
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| **Hours of Work:** | 12 hours of training and entirety of conference weekend. |

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| **General Scope of Duties** |
| A Special Errands Team (SET) member assists in the background logistics for the conference by setting up and facilitating large group activities. The team members help to ensure that the Planning Team is prepared to carry out the full agenda of the conference weekend. SET members will strive to foster self-development and empowerment within conference delegates through large group events.  A suitable candidate may have previous leadership experience, exhibit passion for fostering growth, act as a positive role model for delegates, and display organizational proficiency. SET must be available for the entirety of the conference weekend, usually held in in late May, as well as for a weekend training session prior to the conference. |

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| **Major Duties and Responsibilities** | | |
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| **Category** | **Percent** | **Specifics** |
| Responsibilities | 100% | * Assist in the facilitation and running of large group events. * Interact with delegates at conference events, ensuring student needs are met. * Assist the planning team in preparing materials for the conference weekend, both during and prior to the weekend. * Set up the large events during the conference weekend as a team. * Ensure smooth procession of conference transitions, both during and between large events. * Promotion of conference to potential delegates/occasional outreach to community partners prior to conference. |

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| **Knowledge, Skills and Abilities** |
| * Strong Communication skills; * Excellent organizational proficiency; * Sensitivity to diverse lived experiences from a wide range of backgrounds; * Approachability and accessibility to student needs and concerns; * Experience working in a team-based setting is not required but would be an asset. |

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| **Effort & Responsibility** |
| * Effort required to act as a positive role model to delegates both at the CLAY Conference and beyond. * Responsible for supervising young students in a setting where they may feel vulnerable. * Large group events held at conference will be set up and run primarily by SET members. |

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| **Working Conditions** |
| * Expected to interact closely with other conference staff and youth delegates. * Expected to be engaged and available for the entirety of the conference weekend. |

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| **Training and Experience** |
| * Previous leadership/mentorship experience is an asset but not required. * Attendance at mandatory weekend training. * All training required will be provided. |

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| **Equipment** |
| * Any supplies required for the weekend will be provided. |